

WORKING TEMPLATE

Baseline schedule review

Connect a baseline finding to the requirement, activity evidence and disposition that support it.

Project / package

Prepared by / role

Record date (YYYY-MM-DD)

Record ID / revision

01 Schedule filename / revision / data date

02 Governing specification / milestone obligation

03 Completion date / driving path / float context

04 Finding ID / activity IDs / evidence reference

BEFORE YOU START

- Contract scheduling specification and milestone obligations
- Native schedule, revision identifier and calculation settings
- Calendar, logic, constraint and resource reports
- Basis of schedule and contractor narrative

CONTINUATION / REVIEW & CLOSEOUT

Baseline schedule review

Keep this page with the project, record ID and revision entered on page 1.

05 Requirement and observed condition**06 Requested clarification or corrective action****07 Responsible party / response due****08 Reviewer recommendation / authorized disposition****REVIEW BEFORE ISSUE**

- ☐ The native file and narrative refer to the same revision.
- ☐ Each finding names the evidence and the applicable requirement.
- ☐ Schedule diagnostics have been assessed in project context.
- ☐ Disposition records who decided, when and on which revision.

Use a continuation sheet for longer evidence or additional findings; retain the same record ID and revision. Save a local copy to retain your entries.

Original Kairos template, not an official standard or approval. Adapt to the contract, project procedure and authorized decision route.

Practice references: GAO Schedule Assessment Guide, GAO-16-89G; UFGS 01 32 01.00 10, Project Schedule, August 2026.